



Hebron School,  
Ooty, TN, India

## Job Description: Head of Accounts

<b>Job Title:</b> Head of Finance	<b>Department:</b> Administration
<b>Reports to:</b> The Principal	
<b>Location:</b> Ooty, TN, India	

**About Hebron:** Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

**Job Summary:** Overseeing and management of the entire functions of the accounts office and all finances of the school. Responsible for all the day to day functions of the accounts department.

### Responsibilities:

- Overseeing and management of the entire functions of the accounts office and all finances of the school. Responsible for all the day to day function of the accounts department.
- Ensuring compliance with all the provisions of Income Tax, Foreign Contribution Regulation Act, Provident Fund, Accounting principles & procedures and audit requirements.
- Ensuring compliance with Council and School policy on finance issues
- Preparation of Income & Expenditure and Overall Financial Statement every month for the Council
- General management of all funds and cash flow etc.
- Preparation and finalisation of all 3 accounts - for Income tax year, school year and FCRA.
- Maintaining of Foreign contribution account including voucher entry, payments etc.
- Filing of Income tax returns with Income tax office and Foreign Contribution Accounts with Ministry of Home Affairs in liaison with the auditor.
- Preparation of accounts and documents toward renewal of FCRA registration
- Preparation of accounts and documents toward getting 12A exemption.
- Ensure that all registrations related to the government in respect to finances- DARPAN, FCRA etc. are up to date and renewals done as and when necessary
- Preparing annual reports for updating FCRA details on the website.
- Reconciliation of Form 26AS with Interest income
- Managing and dealing with all long term and short term investments of school funds
- Preparation of budgets and related issues to budgets.
- Sending out to date expenses to the respective budget holders
- Managing all Fixed Deposits and timely renewal of the deposits
- Reconciliation of Form 16A from Bank for quarterly receipt of interest
- Entry and maintenance of student and parent's databases in the accounts office for the purpose of fees.
- Ensuring that Fees and refundable deposits are reconciled at any given point of time and are in line with the school records



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- Preparation of invoice cum statement of accounts for all students at the end of each semester.
- Reconciliation of Fee invoices and fee received
- Management of parent's/ students account
- Communicating with parents on refund of deposits
- Correspondence with parents for settling accounts for leavers.
- All correspondence with banks, government offices concerned, investments centres, auditors, parents, Council and staff (letters, emails, notices, etc.)

**Requirements:**

- Under-graduate or Postgraduate Degree in Commerce/ Accounts
- Knowledge of Tally, MS-Excel, basic computer operations, accounting procedures and practices including government compliance, Income tax, provident fund, ESI, FCRA, MIS and all aspects related to finance is essential.
- Should have experience in finalising the accounts up to balance sheet.

**Preferences:** Candidates with experience as head of accounts or accountant in a school will be given preference.

**Benefits:**

- Salary and benefits package in line with the mission ethos of the School
- Opportunities for professional development and training.
- A supportive and collaborative work environment within a school community.

**How to apply:**

You can apply by submitting the [Preliminary Staff Application](#) on the website. For more details, please contact, Human Resource Assistant, at [hr@hebronooty.org](mailto:hr@hebronooty.org)